

**MASSACHUSETTS HUMAN RESOURCES DIVISION
OPEN COMPETITIVE EXAMINATION**

ANNOUNCEMENT NUMBER: 7633

CORRECTION OFFICER I

DEPARTMENT OF CORRECTION

\$100.00 Examination application fee required.

Money orders, Bank checks, accepted when applying by mail.

Please file early.

No cash or personal checks.

Apply on-line with MasterCard or Visa at: <https://www.csexam.hrd.state.ma.us/hrd/>

LAST DATE TO APPLY: AUGUST 25, 2008

EXAMINATION DATE: SEPTEMBER 27, 2008

This examination is being held to add names to the eligible list from which to fill vacancies in this classification in the Massachusetts Department of Correction. Applicants who pass this exam will be added to the current list, according to mark received on the exam.

DUTIES: Under direct supervision of Correction Officers or other employees of higher grade: Maintains custodial care and control of inmates by escorting or transporting them under restraint, patrolling facilities, making periodic rounds, head counts and security checks of buildings, grounds and inmate quarters, monitoring inmates' movements and whereabouts, and guarding and directing inmates during work assignments to maintain order and security in a correctional institution; observes conduct and behavior of inmates, noting significant behavioral patterns, to prevent disturbances, violence, escapes or other crises such as suicides; notes and investigates suspicious inmate activity relative to contraband by searching individuals, vehicles, packages, mail and inmate quarters for weapons or other forbidden devices/objects to maintain prison security; develops working relationships with inmates by referring individuals to appropriate supportive services (e.g., medical, psychiatric, vocational, etc.) as needed to aid in rehabilitation and foster an atmosphere of cooperation between inmates and staff; prepares reports on such occurrences as fires, disturbances, accidents, security breaches, etc. prepares monthly evaluation reports on inmates, makes entries into unit log of daily activities and reviews daily activity reports to have accurate and up-to-date information available for reference by authorized personnel; performs related operational duties such as screening visitors, operating two-way radios, carrying and operating firearms, inspecting fire extinguishers, sprinkler systems, alarms, and other safety apparatus, serving food to inmates, and assigning housing areas to inmates; and performs related work as required.

WORKING CONDITIONS: Correction Officers may work in a correctional facility, alone in an isolated area; may work varied shifts, weekends, holidays, or nights and are subject to a standby (on call) work status; may be subjected to verbal and physical abuse from others; may be required to interact with people who are under physical and/or emotional stress; stand and walk for prolonged periods of time; are subject to injury from firearms; may work under exposure to adverse weather conditions; may travel for job-related purposes; and may be required to furnish private transportation for reimbursable job-related travel.

SALARY: Inquiry concerning salary should be directed to the appointing authority at the time of the employment interview.

ENTRANCE REQUIREMENTS:

1. **AGE:** This examination is open to persons who have reached the age of nineteen as of the date of the examination (Massachusetts General Laws, Chapter 125, Section 4). Applicants must provide proof of birth date to satisfy this requirement prior to consideration for appointment.
2. **CERTIFICATION REQUIREMENTS:** Applicants must have graduated from high school or must possess an equivalency certificate issued by the Massachusetts Department of Education; or must have served at least three years in the armed forces of the United States and the last discharge or release from service must have been under honorable conditions.
3. **OTHER REQUIREMENTS AFTER PASSING THE WRITTEN EXAMINATION AND PRIOR TO AN APPOINTMENT:**
 - **U.S. Citizenship**
Fire Arms Permit and Special State Police Commission – Certification as a Correction Officer requires that the applicant be able to satisfy and maintain the eligibility requirements for obtaining a license to carry a firearm. Pursuant to Massachusetts General Laws, Chapter 140, you must be a United States citizen in order to obtain a Fire Arms Permit. (Aliens cannot possess a firearm.)
 - **Medical** – As a condition of employment, an applicant for Correction Officer will be required to pass a psychological and medical examination that includes drug screening.
 - **Training** – Candidates must be able to complete satisfactorily the Department of Correction's training program for Correction Officers during their nine-month probationary period (Massachusetts General Laws, Chapter 125, Section 9, as amended by Chapter 468, Acts of 1979).
 - **Smoking** – Chapter 27, Section 2. As the result of legislation (Chapter 697, Acts of 1987), persons appointed to Correction Officer positions as a result of this examination will be prohibited from smoking tobacco products after their appointment. Violators are subject to termination of employment.
 - **Prior Convictions/Incarcerations** – No person who has been convicted of a felony or who has been convicted of a misdemeanor and has been confined in any jail or house of correction for said conviction shall be appointed to the position of Correction Officer. (Massachusetts General Laws, Chapter 125, Section 9).
 - **Physical Abilities Test** – In accordance with Chapter 32, Section 5(3(e)), of the Massachusetts General Laws, applicants will be required to pass a physical abilities test as part of the selection process. Information about this test and its preparation guide may be accessed through the following links: http://www.mass.gov/Eeops/docs/doc/physical_abilities_test_rationale.pdf and http://www.mass.gov/Eeops/docs/doc/pat_preparation.pdf.
 - A current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state is required.

EXAMINATION CONTENT: The written examination will be designed to test, where practicable, the following abilities which have been established as qualifications for the position: ability to gather information through examining records and documents and through observing and questioning individuals; ability to read, understand, explain and apply the laws, rules, regulations, policies, procedures, specifications, standards, guidelines, and instructions/post orders governing assigned unit activities; ability to write concisely and accurately to extract facts, express thoughts clearly, and develop ideas in logical order for incident, disciplinary, climate, and other general report writing; ability to work accurately with names, numbers, codes and/or symbols, in order to communicate via two-way radios and issue keys and equipment via chit system; ability to analyze and determine the applicability of quantitative and qualitative data such as demographic breakdowns, meal counts, and activity counts, in order to draw conclusions, identify trends or problems, and make appropriate recommendations; ability to maintain accurate records in Inmate Management System (IMS), record books, and logs to track inmates, supplies, and movement of equipment, vehicles, and inmates to ensure accountability and security. A Preparation and Practice Booklet is available for download at www.mass.gov/civilservice >Examination Information> [Examination Orientation and Preparation Guides](#)

CREDIT FOR EMPLOYMENT/EXPERIENCE AS A CORRECTION OFFICER I: Pursuant to the provisions of Section 22 of Chapter 31, individuals may apply for credit for employment or experience in the position title of Correction Officer I. Information on how to apply for this credit will be mailed with your notice to appear for the examination. On the day of the examination, you will be asked to provide the details of any such employment or experience you have as a Correction Officer I as the result of service on a state-run correction officer force, including location, dates of service, and number of hours worked per week, and to submit documentation supporting these claims. [Examination Forms](#) for this examination will be available after **September 8, 2008** from the Human Resources Division website. Click on the Exam Forms link. If you cannot download or print these documents, please contact the Civil Service Unit via e-mail

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at: CivilService@hrd.state.ma.us or at the Examination Hotline phone number: 617-878-9895. Please include your name, address, and daytime phone number in the message. Copies will be mailed to you.

PRIVATE SCHOOL OR SERVICE: The Human Resources Division does not recommend or endorse any private school or service offering preparation for examinations and is not responsible for their advertising claims.

IDENTIFICATION AT THE EXAMINATION SITE: At the examination site, applicants must present current and valid photo identification with signature (e.g., motor vehicle operator's license, passport, ID from an institution of higher education).

IMPORTANT NOTIFICATION INFORMATION FOR APPLICANTS:

Notices to appear to your assigned examination site will be mailed to applicants for this examination. You will be able to get a copy of your notice after September 8, 2008, by logging on to the Human Resources Division [Standings and On-line Applicant Record Information](#) system. Please follow the instructions provided at www.mass.gov/hrd on-line services [Get a Copy of Your Notice to Appear for an Exam](#)

HOW TO APPLY

You may apply for this examination, using a credit card, on-line at the Human Resources Division website: <https://www.csexam.hrd.state.ma.us/hrd> until midnight on August 25, 2008. A confirmation number for each transaction will be issued.

You may also obtain a paper application form, and file it along with the examination-processing fee (or fee waiver form) in person or by mail with HRD. Applications and fee waiver forms may also be available at city and town clerks' offices across the state. **Your Request for Fee Waiver must be submitted with a paper application. If you file an on-line application you are unable to request a fee waiver.** If you mail your application, send all correspondence by certified mail with "return receipt requested," if possible. Your application MUST be received in HRD by 5:00 p.m. on August 25, 2008 or be postmarked by midnight on August 25, 2008.

CURRENT MILITARY PERSONNEL: All military personnel who, in connection with current service, **CANNOT** be in Massachusetts on September 27, 2008 should contact the Human Resources Division to request a make up examination. To request a make up, you must:

- file an application and processing fee by the last filing date (August 25, 2008);
- request such accommodation in writing, with a copy of your military orders attached; include in your letter either your daytime base phone number or name and phone number of a Massachusetts resident with whom you are in **regular** contact.

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: If you need special testing accommodations due to a documented impairment such as a hearing, learning, physical, mental or visual disability, fill in the circle in item #15 of the paper application or click the corresponding circle in the on-line application, and include with your paper application a letter detailing what type of accommodation you require at the exam site. If you will apply on-line, please forward the letter to HRD. **You must also include a letter of support from a qualified professional.** Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is sought only to provide reasonable accommodation on the day of the examination and will not be used for any other purpose.

EXAMINATION FEE: All paper applications must be accompanied by a money order, bank check, or by a completed fee waiver form. The examination-processing fee is **\$100**. Payment by money order or bank check should be made payable to the Commonwealth of Massachusetts. Please print your name, address, social security number, and the examination announcement number **7633** on the front of the money order or bank check. Payments by Master Card and VISA are also accepted when applying via the web site. **NO CASH OR PERSONAL CHECKS.** There will be **NO REFUNDS** of the examination-processing fee unless the examination is cancelled by HRD.

FEE WAIVER: The examination-processing fee may be waived for applicants receiving certain forms of state or federal public assistance, unemployment insurance, or workers' compensation. If you are claiming a fee waiver, fill in item #16 on your application. [Fee waiver forms](#) are available from, and must be filed with, the Massachusetts Human Resources Division (see address below). Waiver forms must be accompanied by proof of eligibility, for the subject time period, in the form of signed and dated receipts, check stubs and/or other documentation from the agency providing the assistance.

VETERANS' PREFERENCE

Definition of a Massachusetts Veteran M.G.L. Chapter 4, Section 7, Clause 43 as amended by the Acts of 2004 Effective August 30, 2004: To be a "veteran" under Massachusetts law, a person is required to have either 180 days of regular active duty service and a last discharge or release under honorable conditions **OR** 90 days of active duty service, one (1) day of which is during "wartime" and a last discharge or release under honorable conditions. [A chart defining "wartime" service is available on-line.](#)

VETERANS' PREFERENCE: If you are claiming veterans' preference and if your eligibility for veterans' preference has not been approved before by HRD, you must submit a copy of your DD Form 214 (Release From Active Duty) in order to receive proper credit. Your notice to appear for the examination will indicate whether or not you are already classified as a veteran. Qualifying service must have been in the Army, Navy, Marine Corps, Coast Guard, or Air Force of the United States. Please note that active duty exclusively for training in the National Guard or Reserves does **NOT** qualify you for veterans' preference. National Guard Members or Reservists must have 180 days and have been activated under Title 10 of the U.S. Code - **OR** - if activated under Title 10 or Title 32 of the U.S. Code or Massachusetts General Laws, chapter 33, sections 38, 40, and 41, must have 90 days, at least one of which was during wartime. The Members' last discharge or release must be under honorable conditions.

Those who otherwise qualify for veterans' preference, but are still in military service may, as of July 1, 1998, claim such credit by supplying proof, on official letterhead with appropriate signature, of their military service to date, including the dates of active duty, current assignment, and estimated time of separation. The individual must provide official documentation of honorable discharge at the time of appointment. [See MGL, Chapter 31, Section 3, Clause (f)].

Minimum Service Exception: It is not necessary for an applicant to complete the minimum service for wartime or peacetime campaign if he/she served some time in the campaign and was awarded the Purple Heart, or suffered a service-connected disability.

Disabled Veteran Status: Claims for status as a disabled veteran require written confirmation from the US Veterans Administration of a continuing service-connected disability rated 10% or higher. Applicants wishing to claim status as disabled veterans will get the opportunity to claim such at the test site with instructions to follow.

FOR MORE INFORMATION

Information about this examination can be obtained on the Internet at [http:// www.mass.gov/hrd](http://www.mass.gov/hrd) or by contacting the Human Resources Division Monday through Friday, 1 Ashburton Place, Room 301, Boston, MA, 02108, 8:45 a.m. - 5:00 p.m., except holidays, at the following numbers:

In the Boston area: (617) 727-3777

Outside the Boston area: (toll free) 1-800-392-6178

TTY Number: (617) 878-9762

FAX Number: (617) 727-0399

Exam Info Hotline: (617) 878-9895

Recorded information regarding this examination and other upcoming open competitive examinations is available at any time by calling (617) 878-9895.